

Administrative Assistant Position

The Newaygo County Road Commission is currently looking to fill a position for: Administrative Assistant.

Responsibilities and duties include:

- Answers telephone and greets visitors, answers questions when possible, providing limited policy interpretations
- Post public notices of meetings and advertise upcoming construction projects
- Performs special projects and assignments as requested by the Managing Director, Office Manager, Operations Manager, Construction Supervisor or Foremen
- Assists in the administration of the office by becoming knowledgeable of the Payroll Clerk & Accounts Payable and assisting him/her when needed to contribute to the effectiveness and efficiency of the Road Commission
- Research related to plats, road abandonment, road decertification, and public or private roads.
- Coordinate the bid process for vehicles, paving and construction materials
- Assists with preparing county driveway, utility, moving and annual permits
- Update social media daily with daily schedule and post project information/pictures
- Respond to requests and comments on Facebook
- Maintain office supply inventory

Job Qualifications:

The requirements listed below are representative of the minimum qualifications, knowledge, skills, and abilities required to successfully perform the essential functions of the position.

- High School Diploma or the equivalent with additional training in office management, secretarial studies, or related field. Associates degree or the equivalent in executive secretary studies preferred.
- Must have excellent typing, communication, and letter composition skills.
- Ability to operate computer and office machines.
- Ability to display a high degree of discretion, prudence, and confidentiality.

Salary Range \$33,280 - \$37,440

Please send a resume along with an application to:

Newaygo County Road Commission

Attn: Human Resources

935 E. One Mile Rd.

White Cloud, MI 49349

An application and job description can be found on our website: www.newaygoroads.org

EOE